



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
San Francisco High School Compound
Misamis St. Bago Bantay, Quezon City



August 31, 2011

MEMORANDUM TO:

District Supervisors
Elementary and Secondary School Principals
All concerned

Please be informed that starting this School Year 2011-2012, the attached Revised DCSQC form 20-A will be used for clearance purposes.

Immediate and wide dissemination of this Memorandum is desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 Nueva Ecija St., Bago Bantay, Quezon City

**ELEMENARY/ SECONDARY SCHOOL PRINCIPAL
 AND DISTRICT SUPERVISOR ANNUAL CLEARANCE
 SY 2011-2012**

The Schools Division Superintendent
 Quezon City, Metro Manila
 (Through Channels)

Madam:

I have the honor to inform you that I have satisfactorily accounted for all money and property responsibilities in the Division of City Schools, Quezon City for the School Year 2011-2012 and that all reports required of me were submitted on the date shown below.

REQUIRED REPORTS/MONETARY/ PROPERTY RESPONSIBILITIES	DATE DUE	DATE SUBMITTED and Initial of Receiving Clerk	SIGNATURE OF OFFICIAL IN-CHARGE
1. Office of the Assistant Schools Division Superintendents * Performance Appraisal System Report of Division/District Supervisors, Elementary Secondary School Principals * Consolidated Report on Honor Pupils by Cluster District (Elementary) and Honor Students by Individual School (Secondary) Reviewed & Initialed by Division Supervisors for Mathematics * Report on Promotion - Form 18 E-1 and #2 (Elementary) - Form 18 A (Secondary) - Summarized Report on Promotion (Form 20)	04/16/12 - do - - do -		ASDS IN-CHARGE OF CD DR. ROWENA A. CACANINDIN DR. BETTY C. CAVO
2. Planning Section * Form 3 for March * Annual Accomplishment Report * Enhanced Basic Education Information System (BEIS)	04/06/12		ENGR. ARACELI LIWANAGAN
3. Infrastructure Section * Annual Inventory /Profile of School Buildings/ and Other Structures and School Site Development Plan * Profile of School Buildings and other Structures SY 2010-2011	03/30/12		ENGR. SEGUNDO ESCARO JR.
4. Personnel Section * Master List of Teaching/Non-Teaching Personnel with Updated Data Indicating Present Address * Summarized Performance Rating of Teaching and Non-Teaching Personnel	03/30/12		MRS. ELENA M. SANTOS

REQUIRED REPORTS	DATE DUE	DATE SUBMITTED and Initial of Receiving Clerk	SIGNATURE OF OFFICIAL IN-CHARGE
5. Accounting Section * Approved Bond Requirements * Liquidation Reports * Updated Canteen Reports (<u>with passbok</u>)	04/29/12		MR. RAMON GENOVA
6. Property Supply Section * Annual Physical Inventory of Property, Equipment, Furniture, Office, Library, Computer Room, Canteen, Home Economics, Science, etc. - National Property - NCR Property - SEMP Property - SEF Property - Donations * Submission of Condemnation Papers (Inventory & Inspection Report)	04/30/12		MRS. LOIDA D. OLIVEROS
9. MEDICAL SECTION - Year-end Nutritional Status Report of Students and Consolidated Annual Physical Examination of Teaching/Non-Teaching Personnel.			DR. AUREA M. LOPEZ

Submitted by:

Principal/District Supervisor

Recommending Approval:

Assistant Schools Division Superintendent
In-Charge of Congressional District

Approved:

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent